



**COLORADO**  
Department of Public  
Health & Environment

# Overview and Member Responsibilities and Qualities

Colorado HIV and AIDS Prevention Program (CHAPP)

## Overview

The purpose of the Colorado HIV and AIDS Prevention Grant Program Advisory Committee is to oversee a competitive grants program to fund medically accurate HIV and AIDS prevention and education programs.

The Advisory Committee shall consist of seven members appointed by the Executive Director of the Colorado Department of Public Health and Environment (CDPHE) as follows:

- One member who is recommended by the Department's Health Equity Commission, formerly known as the Minority Health Advisory Commission.
- Four members who are recommended by a statewide collaborative group that assists the Department in the Department's Comprehensive Plan For HIV and AIDS Prevention.
- One member who has expertise in HIV and AIDS prevention and education.
- One member who represents a clinic that receives moneys under Part C, formerly known as Part 3, of the Federal "Ryan White C.A.R.E. Act of 1990", as amended.

The composition of the advisory committee shall reflect, to the extent practical, Colorado's ethnic, racial, and geographic diversity.

## Member responsibilities

CRS 25-4-1413 - 1414

The CHAPP Advisory Committee recommends to The State Board of Health rules for adoption that specify, but need not be limited to:

- The procedures and timelines by which an entity may apply for program grants;
- The grant application contents.
- The criteria for selecting the entities that shall receive grants and determining the amount and duration of the grants.
- The reporting requirements for entities that receive grants pursuant to this section.
- The qualifications of an adequate proposal.

The CHAPP Advisory Committee reviews the applications received and recommends to The State Board of Health and the Executive Director of CDPHE:

- Grant recipients, grant amounts, and the grant duration
- A replacement recommendation within thirty days if the State Board of Health disapproves a recommendation of a grant recipient.

In making recommendation for grants, the Advisory Committee shall:

- Consider the distribution of Federal funds in the areas of HIV and AIDS prevention, education, and treatment;
- Ensure that grants are distributed statewide and address the needs of both urban and rural residents of Colorado.

**Conflict of Interest:** If a member of the advisory committee has an immediate personal, private, or financial interest in any matter pending before the advisory committee, the member shall disclose the fact and shall not vote upon the matter.

Members agree to adhere to the bylaws of the CHAPP Advisory Committee:

- Actively participate in quarterly CHAPP Advisory Committee meetings in person or via teleconferencing.
- Submit required documentation for appointment to the Committee.
- Fulfill duties of elected office.

## Qualities of an effective advisory committee member

- Thorough knowledge and experience in HIV Prevention. Competency includes some combination of understanding of surveillance; program planning, prioritizing, monitoring and quality improvement; biomedical, behavioral, social, and structural interventions; research, public health practices, capacity building, and program evaluation.
- Ability to participate effectively in a collaborative group process, which requires ability to listen to and work well with other committee members, provide feedback in a respectful manner, be open to a diversity of ideas and understand the advisory role and limitations of the Committee.
- Ability to act as a representative of diverse communities, which requires the ability to reflect those communities' values, norms and behaviors; have expertise in addressing and understanding the specific HIV prevention needs of the communities and a thorough knowledge of the communities and their networks to gather, share and disseminate information in support of the Committee's mission.

- Ability to devote time required to prepare for and attend meetings and participate in the work of the Committee.
- Be able to enhance the credibility of the Committee; individual characteristics such as honesty, trustworthiness, dependability, commitment, and ethics all contribute to the character of the Committee.